

**CITY OF EAU CLAIRE
HOUSING AUTHORITY**

Job Description

DEPARTMENT:	Community Development	TITLE:	Maintenance Housekeeper
DIVISION:	Housing Authority	REPORTS TO:	Maintenance Supervisor Maintenance Team Leader Executive Director

General Function

Under the supervision of the Executive Director of the Housing Authority of the City of Eau Claire, performs janitorial work on Housing Authority properties and cleans selected Housing Authority properties as needed.

Position Scope

Incumbent works full time with duties separated between Park Tower Apartments and Owen Rush Memorial Apartments, as assigned by the Executive Director, under advisement of the Maintenance Supervisor and Maintenance Team Leader. The Maintenance Housekeeper receives verbal and/or written instructions.

Principle Activities

1. Performs custodial activities such as sweeps, mops, scrubs, strips, and polishes floors; washes walls, windows, and woodwork; dusts, polishes, arranges, and moves furniture and equipment; cleans restrooms and replenishes supplies.
2. Unit Make Ready – responds to unit make ready requests in a timely manner in accordance with guidelines set by the Executive Director.
3. Performs related bookkeeping and maintains record of work.
4. Maintains an accurate inventory of tools and supplies.
5. Maintain amicable relations with tenants.

Qualifications

Must have basic skills in the knowledge of cleaning materials and procedures.

Must be able to work as a team member with maintenance and other staff

Must be able to react to building emergencies with a level head and act accordingly

Must report to the maintenance supervisors any issues that are found which require their attention.

Must possess vehicle capable of transporting cleaning supplies to the work site.

Supervision/Direction

Maintenance Supervisor
Maintenance Team Leader
Executive Director